7th Annual Orlando

Home & Garden Show

7th Annual Orlando Home & Garden Show
January 23-25, 2015
Orange County Convention Center,
Orlando, FL

GEMS Is proud to be your Exposition Management team for the **Orlando Home & Garden Show .** The following are important dates and information to keep at hand:

Official General Contractor
GEMS - Gilbert Exposition Management Services
Phone: 214.388.5722 Fax: 214.388.5442

Show Information:

Back-wall Drape:	**Blue/White/Yellow/White**
Side-wall Drape:	**Blue**
Hall Carpeted:	**Blue for Main Aisles Only**
Floor covering is required for all exhibitors in this event	
Booth Size:	**10' x 10'**
Booth Includes:	Pipe and drape and (1) ID sign

Important Dates

Friday, January 16, 2015	**Last day for shipments to arrive at GEMS warehouse without penalty**
Friday, January 9, 2015	Discount Deadline GEMS orders received with payment
Wednesday, January 21, 2015	Shipments may arrive at show site NOT Prior to this date.

- Show carrier on site for pickup if you would like to ship outbound freight.
- Freight not picked up by **12pm on Monday, January 26, 2015** will be redirected.
- Stop by the GEMS Desk during move-out and get an out bound bill of lading.

After the Show:

Feel free to contact GEMS throughout the year for assistance with any trade shows, Special Events, exhibit rentals, installation and dismantle labor, or material storage.

We look forward to serving you in the future!

During the Show:

- GEMS maintains an on-site Exhibitor Center throughout the show. If there is anything you forgot to order, or new requirements arise during the show, we will be happy to help you. Just visit us at the Exhibitor Service Center for assistance.

SHIPPING ADDRESS:
Advance Shipments:

TO ARRIVE ON OR BEFORE
January 16, 2015

GEMS Warehouse
Company Name & Booth #
7th Annual Orlando Home & Garden Show
895 Central Florida Pkwy
Orlando FL 32824

Direct to Show Site:

DO NOT DELIVER PRIOR TO

January 21, 2015

7th Annual Orlando Home & Garden Show
Orange County Convention Center
HALL NA2 c/o GEMS
Company Name & Booth #
9400 University Blvd.
Orlando, FL 32819

***Shipments arriving at show site before the designated move-in date will be refused, rerouted, or held by the facility. You are responsible for all related charges incurred at show site and by GEMS. Shipping prior to move in could delay your shipment to your booth. Please follow the outlined shipping guidelines.**

A GEMS Project Manager is specifically assigned to this event in order to help you with all of your booth needs.

Please do not hesitate to contact your Project Manager with any questions.

GEMS wants your event to shine!

Your Project Manager is: **Valerie Rector** Phone: 214.388.5722 Fax: 214.388.5442 Email: Valerie@gemsevents.com

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SHOW HOURS

Wednesday, January 21, 2015

Exhibitor Move-In	7:00am -1:00pm- **Bulk ONLY (20' x 20x' or larger)**
Exhibitor Move-In	1:00pm-8:00pm– **Open to all sizes**

Thursday, January 22, 2015

Exhibitor Move-In	9:00am-7:00pm– **Open to all sizes**

Friday, January 23, 2015 (NO DRIVE IN PERMITTED)

Exhibitor Move-In	9:00am-11:00am (Hand carry ONLY)
Show Open	12:00pm-7:00pm

Saturday, January 24, 2015

Show Open	10:00am-7:00pm

Sunday, January 25, 2015

Show Open	11:00am-5:00pm
Exhibitor move-out	5:00pm-10:00pm

Monday, January 26, 2015

Exhibitor move-out	8:00am-12:00pm (noon)

*****ALL aisles must be cleared after the show to remove aisle carpet– forklift service**

ALL EXHIBIT MATERIALS MUST BE OFF THE FLOOR BY: Monday, January 26, 2015 @ 12pm

Gems
GILBERT EXPOSITION MANAGEMENT SERVICES
"...A Cut Above The Rest!"

Valerie Rector: Project Manager
5139 Lawnview Ave
Dallas, TX 75227

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GEMS Discount Deadline
Friday, January 9, 2015

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PAYMENT & CREDIT CARD CHARGE AUTHORIZATION

Credit Card Charge Authorization

(All Information Must Be Provided)

__MasterCard __VISA __American Express __Personal

3/4 SEC CODE

_____

EXPIRATION DATE

				____ / ____

Card Holders Name (Please Print)		
Billing Address		
City	State	Zip
Phone Number	Fax Number	
Email Address		
Card Holders Signature		
Company Name		Booth #

Calculation of Orders	Total
Standard Furnishings & Accessories	$
Booth Package	$
Material Handling	$
Booth Cleaning	$
Other	$
Processing Fee (6%)	$
	$
	$
	$
Total	$

To simplify payment, send a check payable to GEMS for your entire order or note the amount to be charged to your credit card.

FULL PAYMENT in U.S. funds drawn on a U.S. Bank	$
Check #	

Please list all authorized persons for credit card use at show site below.

Payment Policy

Payment for Services

GEMS requires payment in full at the time services are ordered. GEMS requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services which may include labor & material handling not covered by your first payment.

For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative for products and services rendered to your company for this event.

Method of Payment

GEMS accepts MasterCard, VISA, Discover, American Express, & Check. Purchase orders are not considered payment. All payments must be made in U.S. Funds drawn on a U.S. Bank. Exhibitors will be charged a $25.00 fee for returned NSF checks.

Third Party Billing

Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. GEMS reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See Third Party Billing Request form.

Tax Exempt

If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information with your orders for the show. GEMS must receive your certificate with your order; otherwise tax will appear on your invoice.

Adjustments and Cancellations

Adjustments to your invoice will not be made after the close of show. Some items, services and labor are subject to cancellation fees. Cancellation fees will apply if written notice of cancellation is not received within 15 business days of the show move-in. No credits will be issued after delivery or attempted delivery.

If you have any questions regarding our payment policy, please call exhibitor services at 214-388-5722 or visit our Service Desk during setup and move-out. Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer, however, we require your credit card charge authorization to be on file with GEMS. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the Show, or balance left without appropriate credit card on file.

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Booth Rental (Package) Order Form

Booth packages are all BLUE items, they can not be substituted for alternate colors.

Booth Package "A"

$150.00 per 10' x 10' Booth

Includes:

(1) 10' X 10' Carpet

(1) 6' Draped Table

(2) Side Chairs

(1) Wastebasket

$150.00 each X _____

Booth Package "B"

$95.00 per 10' x 10' Booth

Includes:

(1) 6' Draped Table

(2) (2) Side Chairs

(3) Wastebasket

$95.00 each X _____

☐ **Yes,** I have completed and enclosed the **Payment Form and Understand:** No credit will be given after close of event of items or services ordered, but not received. If you have a problem, please see the GEMS service desk at the event site prior to opening.

EXHIBITING FIRM: **BOOTH #**	Subtotal	$
	Tax @ 8.25%	$
	Total	$

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STANDARD CARPET ORDER

CARPET - Carpet Ordered in Multiples are not Guaranteed a Color Match

Indicate Color: ___Black ___Blue ___Grey ___Burgundy ___Red

Quantity	Description	Discount Price	Standard Price	Total
	9' x 10'	$95.00	$115.00	$
	9' x 20'	$190.00	$230.00	$
	9' x 30'	$285.00	$345.00	$
	9' x 40'	$380.00	$460.00	$
	Carpet Padding per 10' space	$75.00 x _____	$95.00 x _____	$

BOOTH CLEANING ORDER FORM

Cleaning orders placed during move-in will be charged an additional 25%.

CARPET SERVICE (Check One)		
__ Vacuum Booth Carpet—One time (Before exhibits open)	$0.48/sq. ft. X _____ sq. ft. = _____	$
Vacuum Booth Carpet—Daily (Before exhibits open, and each morning before exhibits open)	$0.38/sq. ft. X _____ sq. ft. X _____ days = _____ Indicate dates required: _____	$

PORTER SERVICE		
___ Empty wastebaskets, police floor at 2 hour intervals.	$70.00 per day Indicate dates required: _____	$

Booth Cleaning Total	$

NOTE: All rental carpets are clean upon delivery to your booth space. However, during set-up, the carpet can become soiled.

We suggest that you order cleaning service at least once prior to the exhibit opening.

Please include any specific instructions:

EXHIBITING FIRM: **BOOTH #**	Subtotal	$
	Tax @ 8.25%	$
	Total	$

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ADDITIONAL FURNISHINGS & ACCESSORIES

CHAIRS AND ACCESSORIES

Quantity	Description	Discount Price	Standard Price	Total
	Folding Chair	$10.00	$15.00	$
	Basic Side Chair	$28.00	$43.00	$
	Basic Black Stool with Back	$45.00	$52.00	$
	Literature Stand	$40.00	$47.00	$
	Waste Basket	$8.00	$13.00	$
	Easel, Chrome	$20.00	$24.00	$
	42" High Round Café Table	$95.00	$120.00	$
	Bag Rack	$45.00	$65.00	$
	Pegboard 4' x 8'	$85.00	$100.00	$

SPECIAL DRAPERY BACKGROUNDS—Ordered In 10' Increments

Indicate Color: ___Red ___Blue ___Black ___Teal ___Grey ___White

Quantity	Description	Discount Price	Standard Price	Total
	3' Drapery Installed, per linear foot	$6.50	$7.50	$
	8' Drapery Installed, per linear foot	$9.00	$11.25	$

DRAPED DISPLAY TABLES—30" High x 24" Wide

Indicate Color: ___Red ___Blue ___Black ___Teal ___Grey ___White ___Burgundy

Quantity	Description	Discount Price	Standard Price	Total
	4' Draped	$58.00	$68.00	$
	6' Draped	$74.00	$89.00	$
	8' Draped	$85.00	$100.00	$
	4th Side Draped	$25.00	$32.00	$

DRAPED DISPLAY COUNTERS—42" High x 24" Wide

Indicate Color: ___Red ___Blue ___Black ___Teal ___Grey ___White ___Burgundy

Quantity	Description	Discount Price	Standard Price	Total
	4' Draped	$80.00	$95.00	$
	6' Draped	$90.00	$110.00	$
	8' Draped	$103.00	$125.00	$
	4th Side Draped	$25.00	$32.00	$

TABLE RISERS AND DRAPING

Indicate Color: ___Red ___Blue ___Black ___Teal ___Grey ___White ___Burgundy

Quantity	Description	Discount Price	Standard Price	Total
	4' x 10" x 12" Draped	$35.25	$47.50	$
	6' x 10" x 12" Draped	$45.00	$60.75	$
	8' x 10" x 12" Draped	$57.75	$78.00	$

FOR ANY ADDITIONAL FURNISHINGS NOT LISTED ABOVE, PLEASE CONTACT YOUR PROJECT MANAGER AT GEMS FOR ORDERING AND PRICING DETAILS.	Subtotal	$
	Tax @ 8.25%	$
EXHIBITING FIRM: **BOOTH #:**	Total	$

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SHIPPING INSTRUCTIONS

ADVANCE SHIPMENTS TO THE WAREHOUSE

- Shipments must be sent PRE-PAID. All collect shipments will be refused.
- Crated shipments may be sent to the warehouse in advance up to thirty (30) days prior to the Show move-in date. Such shipments must arrive on or before **January 16, 2015** between 8:00am & 4:00pm Monday through Friday.
- No shipments will be received at the warehouse on weekends or holidays. To trace the arrival of a shipment, call 214.388.5722.
- **HAVE PRO NUMBER AND CARRIER INFORMATION AVAILABLE.**
- NOTE: Shipments that arrive at the warehouse after Show move-in has begun will be charged an additional 25% overtime rate of the advance warehouse rate.
- Label each package or crate as follows:

TO ARRIVE ON OR BEFORE

January 16, 2015

GEMS Warehouse
Company Name & Booth #
7th Annual Orlando Home & Garden Show
895 Central Florida Pkwy
Orlando, FL 32824

SHIPMENTS TO SHOW SITE

- ***All shipments arriving at the facility prior to January 21, 2015 will be refused & rerouted.***
- NOTE: Shipments will only be received at the Show site *during the move-in periods* - ***SEE PAGE ONE OF THE SERVICE MANUAL.***
- As an exhibitor, it is your responsibility to instruct your carrier of the proper date for direct deliveries to the Show facility.
- Bills of Lading indicating weight must accompany freight delivery. The driver's signature on the Show site receiving report will verify the total count and weight.
- **NOTE: Shipments arriving at Show site before the designated move-in date will be *refused, rerouted, or held by the facility*. You're responsible for all related charges incurred at site & by GEMS. Shipping prior to move-in could delay your shipment to your booth. Please follow the outlined shipping guidelines.**
- **Label each package or crate as follows:**

DO NOT DELIVER PRIOR TO

January 21, 2015

7th Annual Orlando Home & Garden Show
Orange County Convention Center-HALL NA2
c/o GEMS
Company Name & Booth #
9400 University Blvd.
Orlando, FL 32819

Please note the following general shipping information:

- Shipments received without receipts, freight bills or specified unit counts on the receipts or freight bills, such as UPS or van lines, will be delivered to the exhibitor's booth without guarantee of the piece count or condition. No liability will be assumed by GEMS for such shipments.
- Crated materials will be received at show site starting January 21, 2015 and delivered to respective booths at the Show facility. Empty containers will be removed from the booth, placed in storage and returned to the booth at the close of the Show. Material is then moved from the booth to the dock and reloaded on designated vehicles. Charges will be based on in-bound weight only.

IMPORTANT: Refer to the "MATERIAL HANDLING RATES" in the Exhibitor Service Manual for rate information.

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MATERIAL HANDLING

Please indicate where your shipment will arrive: ____*GEMS Warehouse* ____*Show Site*

We will ship _____ pieces @ _____ lbs.	@ $65.00 per 100 lbs. (200 lb. minimum)	$
Small Package Charge	@ $50.00 (25 lb. maximum)	$
Loose/Uncrated/Pad Wrapped	@ $80.00 per 100 lbs. (200 lb. minimum)	$

OVERTIME MATERIAL HANDLING CHARGES (See Schedule On Page One)

Overtime rates prevail before 8:00AM and after 4:00PM daily, and all day on Saturdays, Sundays & Holidays.

Inbound Overtime - 25% Surcharge	$
Outbound Overtime - 25% Surcharge	$

NOTE: We understand that your calculation is only an estimate. Invoicing will be completed from the actual weight as listed on the inbound Bills of Lading. Adjustments will be made accordingly, and must be paid at Show site. If you have any questions about material handling, please call 214.388.5722.

Material Handling Subtotal	**$**
Overtime Subtotal	**$**
Material Handling Total	**$**

For complete information and instructions on shipping and material handling, refer to the "SHIPPING INSTRUCTIONS" and "MATERIAL HANDLING RATES."

*When recording weight, round up to the next one hundred (100) pounds. *Shipments received without individual/carrier receipts or freight bills, such as UPS, FEDERAL EXPRESS, EXPRESS MAIL, PARCEL POST, or PRIVATE VEHICLE, etc., will be delivered to the booth without guarantee of the piece count or condition.

FREIGHT INFORMATION GUIDE

PLEASE NOTE: To enable our tracking delayed shipments, please fax duplicate Bills of Lading to 214.388.5442.

COLLECT SHIPMENTS WILL NOT BE RECEIVED

Shipments arriving at Show site before the designated move-in date could be refused, rerouted, or held by the facility. You are responsible for all related charges incurred at Show site and by GEMS. Shipping prior to move-in could delay your shipment to your booth. Please follow the outlined shipping guidelines.

INSTRUCTIONS FOR OUTGOING SHIPMENTS AFTER THE SHOW

Consign to (Company Name):	Telephone:
Street Address:	City:
State:	Zip:
Carrier:	Circle One: PREPAID COLLECT
Total Number of Containers:	Total Weight of Shipment:

INCOMING SHIPMENT	INCOMING SHIPMENT	INCOMING SHIPMENT	INCOMING SHIPMENT
Origin of Shipment:	Origin of Shipment:	Origin of Shipment:	Origin of Shipment:
Shipping Date:	Shipping Date:	Shipping Date:	Shipping Date:
Approximate Arrival Date:	Approximate Arrival Date:	Approximate Arrival Date:	Approximate Arrival Date:
Total Number of Containers:	Total Number of Containers:	Total Number of Containers:	Total Number of Containers:
Total Weight of Shipment:	Total Weight of Shipment:	Total Weight of Shipment:	Total Weight of Shipment:
Carrier:	Carrier:	Carrier:	Carrier:
Pro #:	Pro #:	Pro #:	Pro #:

EXHIBITING FIRM: **BOOTH#:**

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